

LESSON 23: Configuring Command Parameters to Generate Renewal Applications

Background: As a Provider's privilege expiration date approaches, a new application for renewal of clinical privileges must be submitted. The CC/MSSP/CM at the current facility or unit determines how far in advance of the expiration date that the renewal application is generated.

Objective: To practice configuring the "Command Parameters" screen to determine when CCQAS should generate the Renewal Application for the Provider.

Exercise:

Step 1: If you logged off of CCQAS at the end of Lesson 22, log on to CCQAS as the CC/MSSP/CM. Otherwise, skip this step.

Step 2: From the Credentialing main menu, select "Provider Search". The "Credentials Provider Search" tab will be returned. Enter your Provider's **Last Name** and **First Name**, ensure the **Search** radio button has been selected, and click <Search>.

Step 3: On the "Search Results" tab, open the credentials record for the Provider. Open the Navigation bar and click "Privileges" to access the "Privileges" section of the application.

Step 4: In the "Privileges" section, one summary record will be displayed which corresponds to the privileges awarded upon the approval of the 1st e-application. From the hidden menu of actions, click "Edit." The "Provider Position" screen will be returned displaying the Provider's assignment information and the expiration dates for the awarded privileges. Change the **Privilege Expiration Date** to the day after tomorrow. Click <Save> to return to the "Privileges" tab.

Step 5: Click <Close Provider Record> at the top to return to the "Search Results" tab.

Step 6: From the "System" main menu, select "Command Parameters." Enter **Renewal Notice Days** = 2. [This parameter option is located under "Privileging Authority" on the upper right portion of the screen.] Click <Save> and then <Close>.

Note: CCQAS will run a nightly batch to auto-generate the Renewal Applications at the appropriate time. The Renewal Application for your Provider will auto-generate tonight and be available as a new task in the Provider's work list tomorrow.

Note: The one number entered for the "Renewal Notice Days" field will work for both initial and regular appointments. For example, if you set the "Renewal Notice Days" at 30, the system will search every night for records with a "Privilege Expiration Date" due in a month.

Step 7: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON